OFFICE OF THE SECRETARY, DEPARTMENTAL RECRUITMENT COMMITTEE, ADMINISTRATIVE TRAINING INSTITUTE, LALITHA MAHAL ROAD, MYSORE-10.

Notification dated 29th December 1972.

For Recruitment of Reporters and Junior Stenograhers in the Unit of the Director, Administrative Training Institute, Mysore-10.

No. DRC 1/72-73. Applications in the prescribed Form No. I, in duplicate, along with attested copies of the following certificates are invited from the candidates, who are qualified as on the last date fixed for receipt of applications for the posts as detailed in the statement appended to this Notification.—

(a) Educational/Academic Certificate
(b) Certificates regarding Training/Experience
(c) Marks Card
(d) Character Certificate

Note :—(i) An application which is not accompanied by the marks in full obtained in the Examination (or Examinations) prescribed as the minimum education qualification for the concerned post, will not be entertained.

(ii) Every candidate shall furnish two certificates given not more than six months prior to the date of application from two respectable persons of not related to him/her tesitfying to his/her character, signed by Member of parliament or Member of Legislative Assembly or Gazetted Officer, in addition to the certificate or certificates which may be required to be furnished from the Educational Institution last attended by the Candidate.

(iii) No Candidate selected shall be appointed unless he/she satisfies the Government or the appointing Authority that he/she is physically fit to discharge the duties that he/she may be called upon to perform. He/She may also be required to appear for the said purpose before such Medical Authority as the Government direct and the opinion of the Medical Authority regarding fitness of the candidate shall be binding on the candidate.

No person shall be eligible for appointment to a State Civil Services unless he/she is:—

(a) A Citizen of India, or
(b) a subject of Sikkim, or
(c) a subject of Nepal, or
(d) a subject of Bhutan, or
(e) A Tibetan refugee who came over to India before 1st January 1962, with the intention of permanently settling in India, or
(f) a person of Indian origin or who has migrated from Pakistan, Burma, Ceylon and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganika and Zanzibar) with the intention of permanently settling in India;

Provided that a person belonging to categories (c), (d), (e) or (f) shall not be appointed unless he/she produces a certificate of eligibility (in the *pro forma* in Annexure I) given by the Deputy Commissioner and District Magistrate of the District in the State in whose jurisdiction the applicant is originally a resident and in the case of a person belonging to category (f) the appointment shall be subject to his/her acquiring Indian Citizenship within a period of one year from the date of appointment.

Provided further that a person belonging to categories (c), (d), (e) or (f) in whose case a certificate of eligibility the *pro forma* given by the Deputy Commissioner and District Magistrate of the District in the State in whose jurisdiction the applicant is ordinarily a resident if necessary may be admitted to the examination interview conducted by the Recruitment Committee of the A.T.I.

2. A person belonging to the Scheduled Caste/Scheduled Tribe shall produce a certificate in the form prescribed in Annexure-II to the Notification.

3. As on the last date fixed for receipt of application, the candidate must have attained the minimum age must not have attained maximum age limit as per note in the Annexure Statement.

4 The maximum age limit for appointment to the post shall be deemed to be enhanced in the following cases to the extent mentioned namely:—

(i) In the case of a candidate who is or was holding a post under the Government or Local Authority a Corporation owned or controlled by the Government, Temporarily, as a local candidate by the number of years he/she is or was holding such posts and

(ii) In the case of a candidate who is an ex-serviceman discharged from the service by the reason of demobilisation retrenchment or retirement, by the number of years of Military Service rendered by him/her.

(iii) Militrary Service means: Service rendered by a person in any of the Units of three Defence Services of India namely, the Army, the Navy and the Air Force or under Military Munitions of Stores Authorities or in a factory notified under Section 4 (1) of the National Service (Technical Personnel) Ordinance II of 1940, and includes any period during which the person was under training ; and

(iv) In the case of candidate who is physically handicapped by ten years, explanation : A Physically handicapped candidate is one who suffers from i) total absence of sight or ii) visual acuity not exceeding 3/60 or 10/200 (Sneelen) in the better eye with correcting lenses, or (b) in whom the sense of hearing is ully non-functional for the ordinary purpose of life or (c) who had physical defect or deformity which causes a lequate interference to significantly sped normal functioning as the bones muscles and joints.

(v) In the case of candidates who has been released from the National Cadet Corps after service as whole time Cadet Instructor by the number of years of service rendered by him as such cadet Instructor.

Note :—(1) Candidates who claim relaxation in upper age, under sub-paras (i) to (v) of items 4 above should enclose details of service rendered or put in by them failing which their applications will not be considered.

(2) Candidates who are below the minimum age limit and those who have passed the maximum age limit on the last date fixed for receipt of application are not eligible for appointment.

Proof of Age :—Copies of S.S.L.C. or S.S.C. or Matriculation Examination Certificate or any certificate issued by any Institution or Board attended by the candidate duly attested by one of the officers referred to in item 7 below showing the date of birth of the candidate should be attached to the application.

5. Where a maximum age limit other than the age limit of 33 years in the case of S.Cs. and STs. and 28 years. In the case of others is fixed, then such age limit shall in the ease of candidate belonging to any S.Cs. and STs. be enhanced by five years.

6. Copies of all testimonials and other required enclosures should be duly attested only by any of the following officers :—

a. Gazetted Officers

b. Sub-Registrars.

c. Head Masters or Head Mistresses or Principals of Government/Municipal or District Board High Schools.

d. Head Masters or Head Mistresses of Aided or Private High Schools.

e. Members of Parliament.

f. Principals of Colleges affiliated to the Universities.

Note :—Copies attested by officers other than those mentioned above will not be accepted.

7 A brief statement of the candidate's academic career with the information as to (1) the class and rank obtained and date of passing each examination as well as (2) Prizes and Medals, if any, such as proficiency in sports social and other extra curricular activities from the Head of the Institution from which the candidate took his Diploma or Certificate should also accompany the application. A certified copy of the marks cards also should be attached.

8 No male candidate who has more than one wife living or no woman candidate who has married a person already having another wife, shall without obtaining previous permission of Government be eligible for appointment.

9 Recruitment to these posts shall be made by selection after interview conducted by the Recruitment Committee, in accordance with and subject to the terms and conditions stipulated in the Mysore State Civil Services (Direct Recruitment by Selection) Rules, 1967.

(a) The object of the interview is to assess the suitability of the candidates for appointment to the Cadre or post applied for by them and their calibre including intellectual and mental traits of personality.

(c) The object of speed test over a typewriter is to assess the capacity of the candidate to type the hand-written/typed matters or dictations as the case may be.

10 Applicants when called for interview must appear at their own cost.

11 No notice will be taken of applications that are not in response to this office notification or are received after due date or are not submitted in the prescribed form or do not furnish all the particulars required in the various columns or the forms are not accompanied by the required attested copies of all certificates and marks card etc.,

12 No candidate shall be eligible for appointment if he/she is at the time of application in permanent or temporary employment in any other Department of Government or under other State Government or Central Government or any other authority specified by Government in this behalf and has made the application without the consent of the Head of the Department of the Government or any of the authority as the case may be under whom he/she is employed.

13 A Government servant shall submit his /her application through the authorities competent to appoint him/ her to the post which he/she holds at the time of making the application, provided that this rule shall not be applicable to Government servant employed as a local candidate.

14. No person who attempts to obtain extraneous support by any means for his/her candidature from officials, non-officials shall be eligible for appointment to a State Civil Service.

15 No notice will be taken of application, that are not submitted on or before the last date in the prescribed form or of those of which although in the prescribed form do not furnish all the particulars required in the various columns for those not referring to this Notification.

16 Candidates who wish to have this Office acknowledgement for the receipt of their applications should send their application by registered post with acknowledgement due or should deliver their application in person.

17 The fee prescribed for every application in duplicate is Rs. 5. The fee shall be paid by a Crossed Indian Postal Order payable to the Secretary, Recruitment Committee, Administrative Training Institute, Mysore-10. The fee payable by a candidate belonging to a Scheduled Castes or Scheduled Tribes shall be one rupee.

18 Mention regarding the number and date of the crossed Indian Postal Order should also be made in their applications. Postal Order which are made payable other than to the Secretary, Recruitment Committee, Adminstrative Training Institutue, Mysore-10 and at any other place than Mysore and which are cut, defaced or mutilated and also on which erasures or alterations are made will not be accepted under any circumstances Postal orders which are more than 6 weeks old on the date of application will not be accepted.

19 No notice will be taken of his/her application in case the crossed Indian Postal Order is not attached thereto.

20 No cash payment or Money Order or Treasury Challan or Cheque or Court fee Revenue or Postal Stamp will be accepted.

21 Candidates should submit their completed applications in duplicate together with two sets of attested copies of all testimonials, Marks cards etc. (not returnable) so as to reach the Secretary, Recruitment Committee, Administrative Training Institute, Laitha Mahal Road, Mysore-10 before 12th February 1973. This time limit applies to all candidates including in-service candidates. Hence, the application of the in-service candidates should also be forwarded by the authorities after the said last date will not be considered. If the last date fixed for the receipt of applications happens to be General Holiday, the next working day of the Office of the Committee will be the last date for receipt of applications. The applications should be superscribed in block letters "Applications for the post of Reporters/Jr. Stenographer's (here mention designation of the post.)

22 The prescribed application form should be purchased only from Government Central Book Depot, Bangalore (ii) Recognised Book Sellers or (iii) Agencies who deal with the sale of Text Book in the State. Application forms purchased from any other agencies/Private Book Depot or which are typewritten or hand written etc., will not be accepted. The cost of each application form No. I is 25 paise.

23 Candidates at the time of applying for the concerned posts enclose the following documents failing which their applications will be rejected :—

(1) True Copies of Certificates/Marks Cards in full :
(2) True Copies of S.S.L.C. showing the date of birth.
(3) Indian Postal Order for having paid the prescribed fee on or before the last date fixed for receipt of application in this office.
(4) Character certificates.

RAGHAVENDRA RAO,
Secretary, Departmental Recruitment Committee,
Administrative Training Institute, Mysore-10.

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ANNEXURE-I

ANNEXURE TO GOVERNMENT ORDER No. GAD 100 SSR 67, dated 24th June 1970.

PART A.

Certified that Sri/Smt.....aged about.....residing at (Place..... ..Taluk..... ..... District.....) is a subject of Nepal/subject of Bhutan/Tibetian Refugee who has come to India before the 1st January 1972 with the intention of permanently settling in India/person origin who has migrated from Pakistan/Burma/Ceylon/an East African Country of Kenya/Uganda/the United Republic of Tanzania (formerly Tanganika and Zanzibar) with the intention of permanently settling in India (strike out the portion not applicable).

PART B:

APPLICABLE TO PERSONS OF INDIAN ORIGIN ONLY

And that the said Sri/Smt..... .....who is person of Indian Origin and who has migrated from Pakistan/Burma/Ceylon/an East African Country of Kenya/Uganda/the United Republic Tanzania formerly (Tanganika and Zanzibar) with the intention of permanently settling in India (Srtike out the portion not applicable) has undertaken to apply for Indian Citizenship as may be possible with intention of acquiring Indian Citizenship within a period of one year from the date hereof.

Place..... *Deputy Commissioner,*

Date..... .....*District.*

ANNEXURE-II.

No. GAD 42 SRR 69-1, dated 6th September, 1969.

Form of Certificate to be produced by a Candidate belonging to Scheduled Castes and Scheduled Tribes in support of his/her claim.

FORM OF CASTE CERTIFICATE

This is to certify that.....son/daughter of Shri/Smt..... .....of village..... .....District/Division..... ... ..in the .. ..State..... .....belongs to the... ... . Community which is recognised as a Scheduled Caste/Scheduled Tribe under the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956 read with the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1956, the Constitution (Jammu and Kashmir) Scheduled Castes Order, 1955, the Constitution (Andaman and Nicobar) Scheduled Tribes Order, 1959.

Shri/Smt ....and/or his/her Family ordinarily reside (s) in the Village/Town..... of..... .....District/Division of the .....State/Union Territory of..... ....

Place.....

Date..... .....

.....,
Signature,
Designation with Seal of Office,
State/Union Territory.

The term " ordinarily reside" used here has the same meaning as in Section 20 of the Representation of People's Act, 1950.

(List of authorities empowered to issue certificate of verification)

1 District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/I Class Stipendiary Magistrate**/Sub-Divisional Magistrate/Taluka (Not below the rank of I Class stipendary Magistrate).

2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Residency Magistrate.

3 Revenue Officers not below the rank of Tahsildars.

4 Sub-Divisional/Officer of the where the candidate and/or his/family normally resides.

5 Administrator/Secretary to Administrator/Development Officer, (Laccadive and Minicoy Islands).

Statement showing the particulars of the Reporters, Junior Stenographers for which the applilations are called for. For further details please see the note at the end of the Statement.

Sl. No.	Designation of the Vacancies	Scale of pay of the post	Minmum qualification required for the purpose of recruitment	Place at which vacancy required to be filled up	No. of Vacancies	Classification of vacancies	Duration of Vacancy
1	2	3	4	5	6	7	8
1	Reporters ...	Rs. 130-5-140-8-180-EB-10-260-15-290-*plus* special pay Rs. 35 per month.	(a) S. S. L. C. Examination or Equivalent qualification. (b) Sr. Typewriting in English Examination conducted by the Department of Public Instruction or equivalent qualification as specified in the M S.C. (Recruitment to the posts of Stenographers and Typists) Rules, 1971. (c) Sr. Shorthand in English as specified in the Recruitment of Stenographers Rules, 1971.	Mysore	2	By Open competition.	Till the end of IV Five Year Plan.
2	Junior Stenographers	90-4-110-5-170-EB—6-200 *puls* Special pay of Rs. 30 per month.	(a) S. S. L. C. Examination or Equivalent qualification. (b) Sr. Typewriting and Jr. Shorthand Examinations conducted in English by the Department of Public Instruction or equivalent qualification as specified in the M.S.C. (Recruitment to the posts of Stenographers and Typists) Rules, 1971.	do	2	do	do

Note.—1 Mode of Selection : By interview after dictation and speed Test.
2 Period of Probation : Two years from the date of joining duty.
3 Prescribed Fee : The prescribed fee is Re. 1 for SC/ST and those who are Goldsmiths or a member of the Family of Gold Smiths and are entitiled and are certified by the Tahsildar of the Taluk as having displaced by Gold Control Order, 1962, and Rs. 5 for all others.
4 Exemption from payment of Fee : Candidates who are released Emergency Commissioned Officers/Short Service Commissioned Officers are exempted from payment of the prescribed application fee cited at (4) above..
5 Age : Must have attained the age of 18 years and not attained the age of 28 years subject to relaxation as indicated in the Notification.
6 Abbreviations used in the Notification : The expansion of the Abbreviations : S.C./S.T. used in the Notification is as follows :—

S. C :—Scheduled Caste
S. T:—Scheduled Tribe

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Secretary, Departmental Recruitment Committee, Administrative Training Institute.